

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-552-2011-003		Unit Nutrition Services		
Class Title Nutrition Services Custodian		Location Nutrition Services		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R15	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision, performs custodial duties in keeping assigned to Central Kitchen and office areas in the Nutrition Services Department.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
40%	Kitchen, Refrigerator, Corridor and Docking areas: Sweep, scrub, mop floors, wash floor drains, hand sinks; wash racks through dish machine, clean & polish stainless steel equipment and walls; clean ceiling, light fixtures, vent areas and walls. Wash trash cans, outer and upper dock area; wax corridor floors; Use and care for custodial equipment and supplies such as but not limited to , floor machines, automatic scrubbers and buffing machines, wet vacuums, high-pressure washers. Assist in moving and/or arranging equipment and furniture as required.
30 %	Office/Cubical, Bathroom and Breakroom areas: Dust and polish furniture, woodwork, windows, empty trash cans, spot clean, shampoo carpets, strip and wax floors, and vacuum, wash trash cans; clean door frames, vents; Clean and wash interior and exterior of toilets, mop bathroom floors and clean walls, mirrors and stalls in bathrooms. Work with materials, chemicals disinfectants and equipment utilized in custodial work. Fill dispensers soap and paper towels in central kitchen and brake rooms.
	<u>MARGINAL FUNCTIONS</u>
10 %	Clean windows, inside and out; clean ceilings, doorframes and vents
10%	Cleaning and relining of refuse containers with plastic bags. Maintains and organization of supply closets. Cleaning and maintain Housekeeping equipment after use and as required

10%

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Under the direction of the Supervising Cook I/II and/or Food Service Supervisor I/II

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: The Hospitals and Nutrition Services Department MSDS. Proper use and dispensing of cleaning and sanitizing chemicals. Methods, materials, chemicals, disinfectant and equipment in custodial work and the safety practices in custodial work.

ABILITY TO:

Use and care for custodial equipment and supplies such as, but not limited to: floor machines, automatic scrubbers, buffing machines, wet vacuums and high pressure washer; follow directions and communicate effectively.

Work independent and interdependent, works in an organized and orderly manner. Follow directions and cleaning schedules. Participate in labor pool in case of fire, disaster or special projects.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to: Prolonged standing and walking; Lifting 10 to 20lbs frequently and occasionally lifting 20-50lbs; Reaching up, down, forward and back; Carrying supply items; Climbing & Balancing for ladders stepstools; Bending at the waist for cleaning, pick up items, collecting trash, vacuum, general cleaning; Kneeling for trash pickup and cleaning; Pushing Pulling for cleaning carts and general equipment; Operating cleaning equipment; Working indoors and outdoors; Working in a confined space to gather supplies storage closets : Vision able to read the Material Safety Data sheet (MSDS), door signs, chemical labels; Hearing fire alarms, machinery and verbal instructions; Speaking able to communicate with supervisors, employees in person and via telephone.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

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TECHNICAL PROFICIENCY (SITE SPECIFIC)

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LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date